

the past publication record of a requester in making this determination.

(11) *Review* refers to the process of examining documents located in response to a “commercial use request” under the Act (as the term “commercial use request” is defined in paragraph (b)(4) of this section) to determine whether any portion of any document located is permitted to be withheld. The term “review” includes processing any documents for disclosure, including doing all that is necessary to excise exempt portions and otherwise prepare them for release. Review does not include time spent resolving general legal or policy issues regarding the application of exemptions.

(12) *Search* includes all time spent looking for material that is responsive to request, including a page-by-page or line-by-line identification of material within documents. Line-by-line search will not be done when duplicating an entire document would prove to be the less expensive and quicker method of complying with a request.

### Subpart B—Procedures and Fees

#### § 706.21 Information and records available to the public.

(a) *General.* Corporation information and records in existence which are not exempt from disclosure by law are available for public inspection and copying in the manner specified in § 706.23 of this part. A fee will be charged for the Corporation’s expenses incurred in searching for, reviewing, duplicating, tabulating and compiling such information and records in accordance with the charging system and schedule of fees set forth in § 706.26.

(b) *Materials available from the Office of Public Affairs.* For the convenience of the public, the following Corporation materials will be maintained and readily available from the Office of Public Affairs.

(1) Current issues of the Corporation’s annual report, which report ordinarily sets forth:

(i) The names of recipients of Corporation insurance, loans, guarantees and other assistance during the fiscal year covered;

(ii) The kind and amount of assistance provided;

(iii) The purpose of the approved assistance in general terms;

(iv) Statistical data on Corporation programs; and

(v) The audited financial statements of the Corporation.

(2) Pamphlets describing Corporation programs;

(3) Blank Corporation insurance forms currently in use; and

(4) Press releases.

(c) *Materials available from the Assistant General Counsel for Claims.* The Assistant General Counsel for Claims maintains public information files relating to the determination of claims filed under the Corporation’s political risk insurance contracts and a list of all claims resolved by cash settlements or guarantees. Public access to such public information files will be granted in accordance with the procedures described in § 706.23(b) of this part.

(d) *Materials available from the Corporate Secretary.* The Corporate Secretary maintains public information files containing the minutes of the public portions of the Board of Directors’ meetings, as well as the resolutions of the Board of Directors. Public access to such information will be granted in accordance with the procedures described in § 706.23(c) of this part.

#### § 706.22 Information and records not generally available to the public.

(a) The following kinds of files, documents, records, and items of information, among others, are generally not available to the public:

(1) *Business information* as that term is defined in § 706.13(b)(2) of this part;

(2) Information provided in applications for political risk insurance, loans, loan guarantees and other Corporation assistance;

(3) Insurance policies, loan agreements and loan guarantee agreements relating to specific recipients of Corporation assistance;

(4) Information on declined, withdrawn or canceled applications for Corporation assistance;

(5) Inter-agency or intra-agency communications not routinely available to a party in litigation with the Corporation, including, among other things, memoranda between officials or agencies, Corporation staff memoranda,